ArcBlue and CIPS has been providing quality training programs to the procurement industry for decades and we are excited to be offering these opportunities within Asia.
### Available courses

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<tr>
<th>Course</th>
<th>Duration</th>
<th>2017 Dates</th>
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<td>Advanced Negotiation</td>
<td>2</td>
<td>17-18 October</td>
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<tr>
<td>Assessing, Managing &amp; Mitigating Risk</td>
<td>1</td>
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<td>Category Management</td>
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<td>26-27 September</td>
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<tr>
<td>Contract Law</td>
<td>1</td>
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<td>Contract Management</td>
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<td>Effective Procurement Leadership</td>
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<td>Finance for Procurement</td>
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<tr>
<td>Introduction to Procurement</td>
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<td>12-13 September (Shenzhen)</td>
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<td>Negotiation Essentials</td>
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<td>Sourcing Essentials</td>
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<td>Specification Writing</td>
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<td>Spend Analysis</td>
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<td>Stakeholder Management</td>
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<td>Supplier Relationship Management</td>
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### Pricing (per course)

<table>
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<tr>
<th>CIPS Members</th>
<th>Non-Members</th>
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<tr>
<td>$2500 HKD</td>
<td>$3000 HKD</td>
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Register your interest at training@arcblue.com.hk / hongkongtraining@cipsa.com.au
World-class training in procurement and supply

We believe that to gain effective behavioural change that “active learning” delivers this in the most effective way. All of our workshops are centred on the delegates, and we ask our delegates to bring with them live examples from their workplace to discuss during the event.

Our workshops combine content delivery, interactive activities and facilitated discussions. Full notes and books are given during the workshop for the delegates to refer to when back in their organisations.

OVERVIEW: Training Courses

**Advanced Negotiation**
A two-day interactive program designed to develop skills in negotiation and to improve the confidence to apply those skills. Delegates will gain a deep understanding of the phases of negotiation and will be given opportunities to practice these through video role-plays. They will receive one to one feedback on their skills.

**Assessing, Managing & Mitigating Risk**
This practical and interactive one-day training course will focus on defining risk, the generic risk management process and how it is applicable to the procurement process. Delegates will learn the steps in the risk management process and the procurement risk tools.

**Category Management**
A two-day intensive workshop designed to develop skills in understanding the relationship between category management and procurement. The workshop will give participants a broader understanding of the process of category management and the tools and techniques that can be utilized within the process.

By the end of the workshop, participants will have a clearer understanding of how to assess categories and develop robust category strategies enabling them to deliver significant cost and performance benefits to the organization.
Contract Law

This one-day introductory course is ideal for those new to procurement or those who are seeking to gain a knowledge of contract law - one of the most important areas of procurement. By the end of this course delegates will have developed an understanding of the importance of contractual documentation, understand the legal implications of tenders/quotes and orders, and understand how terms can affect exit strategies and risk transfer.

Contract Management

A one-day workshop that looks at the various methodologies, theories and techniques that assist in managing contracts in procurement. This course is designed to provide a solid grounding that allows both the delegate and organization to benefit in the importance of strong relationship management and the skills to plan around contract variations, and manage potential risks.

Effective Procurement Leadership

This one-day workshop explores the different aspects, models and styles of leadership, with a specific focus on leadership issues within the Procurement function. Participants will complete their own self-analysis of their leadership style, and consider how leadership plays a pivotal role within any organisation, and specifically within the procurement function itself. Various leadership styles and influencing strategies will be discussed as well as understanding the importance of stakeholder mapping.

Finance for Procurement

This one-day workshop helps buyers understand and interpret financial data on suppliers and to analyse prices and costs. Extensive use is made of practical exercises to provide procurement practitioners with the tools and confidence to use financial information, prices and costs to develop successful procurement strategies and assist negotiations with suppliers.
Introduction to Procurement

This two-day practical and interactive training course is designed to introduce essential elements of the procurement process together with basic tools and techniques. Workshop delegates will learn of the end-to-end process, how procurement can contribute and when to apply a range of purchasing tools and techniques.

Negotiation Essentials

This practical one-day workshop is aimed at delegates who are involved in negotiations and need an introduction to the skills and process in commercial negotiation. By the end of the workshop, delegates will be able to: Employ a variety of persuasion methods to achieve their goals; distinguish the phases of negotiation and the behaviours appropriate at each phase; identify the importance of preparation and planning in determining the outcome of negotiations.

Sourcing Essentials

A one-day interactive program designed to introduce essential elements of sourcing and recognising procurement as a process. Participants will be taken through the key steps and activities enabling them to understand the sourcing process in procurement. Delegates will learn to plan, work collaboratively and come up with good coherent strategies.

Specification Writing

This one-day program is designed to develop skills in specification writing and the confidence to apply those skills. Good Procurement can be driven through well-designed and thought through specifications. Many organisations however do not have the skills or time to focus on this critical area which can drive benefits through the procurement process and ultimately lead to the right design of the requirement and a high performing supplier relationship.

ArcBlue-CIPS Training are available in range of courses designed to:
- Introduce procurement newcomers to particular topics
- Cover specific areas of procurement
- Build existing knowledge for practitioners
- Add more tools to the belts of experienced professionals
Spend Analysis

A two-day workshop that introduces participants to the key concepts and data sources of spend analysis. Participants will learn the challenges of spend analysis, how to build a spend map, and how to use the information to support development of successful category strategies.

Stakeholder Management

This two-day intensive workshop is designed to develop skills in successful stakeholder management and how challenging and influencing can assist in the procurement process with key stakeholders. By the end of the workshop, participants will have a clearer understanding of how to engage stakeholders early and analyse groups and interactions.

Supplier Relationship Management

This workshop equips delegates with a set of tools and techniques to manage supplier relationships with service providers whilst ensuring performance of the contracts. Delegates will gain a consistent approach and in-depth understanding of contract management while ensuring that the appropriate strategies are developed to deliver value back to the organisation. One and two-day program options available.
The Chartered Institute of Procurement & Supply (CIPS) is the worldwide centre of excellence for procurement and supply management. We use our expertise to ensure our training programs are robust and relevant throughout the world.

CIPS series of training programs are aimed to help professionals deliver real strategic and sustainable value to their organisations. Our training programs are designed to meet the highest standards to ensure the profession can claim consistently high levels of workforce competence.

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One of the world’s leading procurement and contract management training organisations with an integrated range of global leading-practice products and services.

ArcBlue provides learning and development solutions that advance organisational and individual performance.

We help people and organisations address their learning and development needs with effective, customized solutions. These solutions can include coaching and mentoring, workshops, and retained advice.

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